



State of New Jersey
Department of Community Affairs
Division of Local Government Services
Local Finance Board



Local Government Ethics Law **Financial Disclosure Statement**

Financial Disclosure Statement must be filed by April 30th each year, or within 30 days of taking office.

Attorney General Office Opinions providing guidance as to the positions deemed local government officers are available on the Internet www.nj.gov/dca/divisions/dlgs, under Ethics Law.

IMPORTANT – BEFORE COMPLETING THIS FORM, READ DEFINITIONS AND INSTRUCTIONS!

DEFINITIONS AND INSTRUCTIONS

Requirements concerning the filing of this form are found in N.J.S.A. 40A:9-22.1 et seq.

DEFINITIONS

"Business organization" means any corporation, partnership, firm, enterprise, franchise, association, trust, sole proprietorship, union, or other legal entity;

"Governing body" means, in the case of a municipality, the commission, council, board or body, by whatever name it may be known, having charge of the finances of the municipality, and, in the case of a county, the board of chosen freeholders, or, in the case of a county having adopted the provisions of the "Optional County Charter Law," P.L. 1972, c. 154 (C.40:41A-1 et seq.), as defined in the form of government adopted by the county under the act;

"Interest" means the ownership or control of more than 10% of the profits, assets or stock of a business organization but shall not include the control of assets in a nonprofit entity or labor union;

"Local government agency" means any agency, board, governing body, including the chief executive officer, bureau, division, office, commission or other instrumentality within a county or municipality, and any independent local authority, including any entity created by more than one county or municipality, which performs functions other than of a purely advisory nature, but shall not include a school board;

"Local government employee" means any person whether compensated or not, whether part-time or full-time employed by or serving on a local government agency who is not a local government officer, but shall not mean any employee of a school district;

"Local government officer" means any person whether compensated or not, whether part-time or full-time: (1) elected to any office of a local government agency; (2) serving on a local government agency which has the authority to enact ordinances, approve development applications or grant zoning variances; (3) who is a member of an independent municipal, county, or regional authority; or (4) who is a managerial executive or confidential employee of a local government agency, as defined in section 3 of the "New Jersey Employer-Employee Relations Act," P.L. 1941, c. 100 (C. 34:13A-3), but shall not mean any employee of a school district or member of a school board;

"Local government officer or employee" means a local government officer or a local government employee;

"Member of immediate family" means the spouse or dependent child of a local government officer or employee residing in the same household.

INSTRUCTIONS

This form must be filed annually by all local government officers. Local government officers are alerted to the requirement to file by the municipal clerk, county clerk, local ethics board secretary, regional authority board secretary or county college president, or their respective local government designees.

Please provide the information based on your prior calendar year financial information. In addition, definitions used in the Local Government Ethics Law necessary to complete this form are printed above. The phrases that are defined appear in italics throughout the form. Most of the information requested is self-explanatory, however, some particular points are clarified below.

Section I. Personal Information- Local Government Officer

Local Government Served

Please use the dropdown menu on the form to select the local government you serve. If you serve multiple local governments you are required to submit separate financial disclosure statements for each local government that determines you to be a local government officer. If your local government is not listed in the menu please contact the Local Finance Board immediately.

Positions Held

Position held refers to your title as a local government officer or employee.

If you hold more than one position which qualifies you to complete this form, please list the municipal/county agency, title and term for each position, such as, council member, municipal sewerage authority member, and planning board member. If you serve more than one local government or at different levels of local government such as regional authority, county, and municipal government, you must file a form for **each** entity. An example would be city council member and improvement authority commissioner. You may list both positions on one form if you serve at different levels, however, you must submit a separate form for each local government.

If you hold more than one position, but it is for the same municipality or county, only one form must be completed and submitted. An example would be concurrently serving a city council, planning board, and/or municipal authority. As a point of further clarification, local government officers serving independent municipal or county authorities are deemed to be serving the municipality or county respectively for purposes of this act. Thus, authority and fire district officers must file with their local government.

Section II. Financial Information

Complete this section based on information for the prior calendar year.

Information is to be provided for the person filing and members of the immediate family based on the definition above. Fill in each line and check the appropriate box for yourself, your spouse or a dependent. If a dependent's source is indicated, fill in that dependent's name in the space provided.

If you require more room for any of the sources requested in A through E, please use Extension Forms, as necessary.

Sources of Income

All earned and unearned income is to be reported. Earned income is that received for one's labor or services such as salaries and wages. Unearned income is monetary compensation received where no labor or services are exchanged, such as social security, pension, interest income or rental property income. The threshold applies to each source whose gross amount is over \$2,000. If you are in business for yourself, please list only the name of the business and not individual clients.

Fees and Honorariums

List each source of fees and honorariums received by the local government officer or immediate family member for any purpose. This would include those received as a result of the public office and those received as a result of personal business.

Sources of Gifts, Reimbursements, or Prepaid Expenses

Sources must be listed, excluding gifts made by immediate family members. Examples may include mileage reimbursement, hotel and meal expenses, travel expenses, vacations, etc. This includes amounts received as a result of the public office and those received as a result of personal business.

Business Organizations

List when more than 10% of profits, assets, or stocks are held by you or members of the immediate family.

Please include additional information in Section F. as needed to clarify data provided or indicate information not requested that you believe is pertinent.

Section III. Certification

Please read the certification statement and type your name in the space provided.

Filing

Municipal Local Government Officers

Deliver the filing receipt containing your original signature and receipt number to the municipal clerk. If a local ethics board has been established, a copy of the filing receipt must also be filed with the local ethics board.

County Local Government Officers

Deliver the filing receipt containing your original signature and receipt number to the county clerk. If a local ethics board has been established, a copy of the filing receipt must also be filed with the local ethics board.

Independent Municipal/County Authority Officers

Members of independent municipal or county authorities serving only one municipality or county must deliver the filing receipt containing your original signature and receipt number to the municipal clerk if a municipal authority and the county clerk if a county authority.

Regional Authority and County College Officers

Deliver the filing receipt containing your original signature and receipt number directly to the authority or college.

Filing Deadline- April 30th each year, unless otherwise extended pursuant to direction contained in a Local Finance Notice, or within 30 days of taking office.

Questions

Please visit www.nj.gov/dca/divisions/dlgs, under Ethics for additional information concerning the filing requirements. If you have any questions regarding the completion of this form, please contact the Local Finance Board at (609) 292-0479 or email at dlgs@dca.state.nj.us.

Detach Here

